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Secretary

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**Division of Children and Family Services**  
**Numbered Memo 2003 - 02**

**Division of Juvenile Corrections**  
**Administrator's Memo Series for Counties #03-02**

To: Area Administrators/Assistant Area Administrators  
Bureau Directors  
County Departments of Community Programs Directors  
County Departments of Developmental Disabilities Services Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
Licensing Chiefs/Section Chiefs  
Tribal Chairpersons/Human Services Facilitators  
Division of Juvenile Corrections Management Staff  
Child Protective Services and Juvenile Justice Supervisors/Managers  
Court Attached Juvenile Court Intake Workers

From: William R. Fiss  
Acting Administrator  
Division of Children and Family Services

James Moeser  
Administrator  
DOC/Division of Juvenile Corrections

Date: February 11, 2003

Re: Standard Juvenile Court Forms to Comply with 2001 Wisconsin Act 109

The Director of State Courts Office, Records Management Committee has issued amended and newly created juvenile forms that reflect the statutory changes made to the Children's Code (Ch. 48) and the Juvenile Justice Code (Ch. 938) under 2001 Wisconsin Act 109 (the Act). The Act brings Wisconsin into further compliance with the Adoption and Safe Families Act (ASFA) of 1997 and the federal administrative rule to implement provisions of ASFA effective March 2000.

In accordance with Supreme Court Rule 70.153 and ss. 758.18, 807.001, and 971.025, Stats., the parties and court officials in all criminal and civil actions must use the standard court forms created beginning the date on which the forms are adopted. Therefore, all standard juvenile forms that have been modified, replaced or eliminated must no longer be used. A party or court official may supplement a standard court form with additional material, but may not modify the form itself. If a standard form has not been created for an action undertaken by a party or court official, then any format may be used that adheres to all statutory or court requirements. A court may not dismiss a case, refuse a filing or strike a pleading for failure of a party to use a standard court form or to follow the format rules.

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Document Summary

This memo identifies new and revised court forms that must be used to ensure Wisconsin's compliance with the federal Adoption and Safe Families Act and 2001 Wisconsin Act 109.

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Listed below are the standard forms that were affected by 2001 Wisconsin Act 109:

### **Revised Juvenile Forms**

JC-1610	Petition for Protection or Services (Chapter 48)
JC-1611	Dispositional Order - Protection or Services (Chapter 48)
JC-1638	Order Concerning Termination of Parental Rights (Voluntary)
JC-1639	Order Concerning Termination of Parental Rights (Involuntary)
JD-1710	Temporary Physical Custody Request
JD-1711	Order for Temporary Physical Custody - Secure/Nonsecure
JD-1712	Waiver of Participation in Physical Custody Hearing
JD-1721	Petition under Chapter 938
JD-1745	Dispositional Order - Delinquent
JD-1746	Dispositional Order - Protection or Services (Chapter 938)
JD-1754	Notice of Change of Placement (Out of Home to Out of Home/Out of Home to in Home)
JD-1765	Order Granting Temporary Extension
JD-1766	Request to Change Placement, Revise/Extend Dispositional Order, Review Permanency Plan
JD-1774	Order for Sanctions

### **New Juvenile Form**

JD-1791	Permanency Plan Hearing Order
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### **Replaced Juvenile Forms**

Eliminated: JD-1729, Consent Decree, will no longer be used and has been replaced with two new forms:

JD-1784	Consent Decree (In Home Placement Only)
JD-1785	Consent Decree (Out of Home Placement Only)

Eliminated: JD-1767, Order to Change Placement, Revise/Extend Dispositional Order, will no longer be used and is replaced with 6 new forms:

JD-1786	Order for Revision of Dispositional Order
JD-1787	Order for Extension of Dispositional Order (In Home Placement Only)
JD-1788	Order for Extension of Dispositional Order (Out of Home Placement Only)
JD-1789	Order for Change of Placement (In Home to Out of Home Placement Only)
JD-1790	Order for Change of Placement (Out of Home to Out of Home Placement Only)
JD-1792	Order for Change of Placement (Out of Home to In Home Placement Only)

To obtain the complete set of forms amended by Act 109 in a PDF file, visit the Wisconsin Supreme Court's website at <http://www.courts.state.wi.us/circuit/pdf/ASFA%20Forms%209-12.pdf>. The PDF file will allow viewing and printing of the forms, but this format will not allow the forms to be down-loaded and will not permit case-specific text to be entered.

To access a specific form by name, number or category in a fillable Microsoft Word format, visit the Wisconsin Supreme Court's website at [http://www.courts.state.wi.us/circuit/Wisconsin\\_Circuit\\_Court\\_Forms.asp](http://www.courts.state.wi.us/circuit/Wisconsin_Circuit_Court_Forms.asp). This address will enable a search engine that allows for the selection of individual forms in the Microsoft Word format. The Microsoft Word format will allow for forms to be down-loaded and will permit the entering of case-specific text.

It is essential that the standard juvenile court forms be used to ensure that the judicial findings required by the Title IV-E program and 2001 Wisconsin Act 109 are made and documented. Failure to obtain the necessary judicial findings in the manner prescribed will put the State of Wisconsin at substantial risk for financial penalties in future federal Title IV-E reviews.

Therefore, county human/social services staff and statewide adoption staff are strongly encouraged to immediately review the usage of the new court forms in their respective county or region and take the necessary corrective action to fully implement the new court forms. District attorneys, corporation counsels, juvenile clerks of court, judges, court commissioners and any other entity responsible for petitioning the court or generating completed court orders in the county or region should be contacted to make certain that their offices are also using all of the required juvenile court forms.

Your prompt attention to this matter is greatly appreciated.

DHFS REGIONAL OFFICE CONTACT:	DCFS Area Administrator
CENTRAL OFFICE CONTACTS:	<p>Michelle Jensen Goodwin  DCFS/Bureau of Programs and Policies  P.O. Box 8916  Madison, WI 53708-8916  Phone: (608) 261-8084  E-Mail: jensem@dhfs.state.wi.us</p> <p>Pamela J. Eitland  DOC, Juvenile Corrections  P.O. Box 8930  Madison, WI 53708-8930  Phone: (608) 240-5914  E-Mail: pamela.eitland@doc.state.wi.us</p>

MEMO WEB SITE: <http://www.dhfs.state.wi.us/partners/local.htm>

cc: Matthew Frank, Secretary, DOC  
Cindy O'Donnell, Deputy Secretary, DOC  
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County Foster Care Coordinators  
Private Foster Care Agency Contact Persons  
Kinship Care Contact Persons  
Jay Sandstrom, Mendota Juvenile Treatment Center  
County Youth Aids Contacts

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